**Oakbank Bowling Club**

**Open Venue Checklist**

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| **Task** | **Who** | **Done?** |
| Open front & back doors | Key-holder |  |
| Disable Security Alarm | Key-holder |  |
| Unlock shed |  |  |
| Open vertical and rollup blinds |  |  |
| Fill urn and water tower with filtered water |  |  |
| Set up for afternoon tea |  |  |
| Put mats and jacks out |  |  |
| Move Umpire’s equipment table outside |  |  |
| Raise large flags, small flags on rink edge |  |  |
| Place banner flags and windsock at West end, standalone banner on main road |  |  |
| Move small round tables and chairs from shed to verandah |  |  |
| Hot weather… put long cushions on South end seats |  |  |
| Put bar float cash in cash register, open Square system | Bar Manager/Treasurer |  |
| Unlock bar fridges, turn lights on | Bar Manager |  |
| Note designated rinks and Umpire on whiteboard in **NON-PERMANENT** marker, and place outside |  |  |
| Check green for any debris and remove |  |  |
| Open men’s and lady’s toilets |  |  |
| Check supplies and cleanliness in loos |  |  |
| Position scoreboards in correct places |  |  |
| Load cash register with float and prep Square reader |  |  |